



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON MANNHEIM
UNIT 29901
APO AE 09086-9901

AUG 28 2006

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MEMORANDUM FOR United States Army Garrison Mannheim On-Post Housing Residents

SUBJECT: Policy for Use of Air Conditioners

1. **Purpose.** To provide guidance in regards to the use of air conditioners in Army family housing (AFH) and unaccompanied personnel housing (UPH), i.e. senior enlisted bachelor quarters (SEBQ) and Soldiers quarters or barracks, dwelling units.
2. **Applicability.** This policy applies to all residents of on-post AFH and UPH government quarters in the USAG Mannheim.
3. **Reference.** U.S. Army Garrison Mannheim Family Housing Resident Handbook, 1 Jan 06
4. The policy for air conditioners (AC) as stated in above reference is revised as follows:
 - a. Only free-standing interior portable floor model air conditioners with a flexible exhaust hose and a capacity of 1500 watts or less are authorized for use in AFH and in UPH.
 - b. Window air conditioners and free-standing portable floor model air conditioners with condensing units that require exterior support system are strictly prohibited. Window sills in on-post quarters are not constructed to properly support window AC units or condensing (fan) units on the exterior of the building and can only provide unstable exterior support. This constitutes a safety hazard; therefore, these type AC units are not authorized in government quarters.
 - c. Approval to install an air conditioning unit must be obtained from the Housing Manager or his/her designated representative prior to installing the AC in AFH or UPH government quarters. Forms to request approval to install an AC unit are available in the Housing Division, Facilities Management Branch, Sullivan Barracks, Bldg 255, Room 301.
 - d. Electrical systems cannot be upgraded to prevent overloading of electrical circuits due to use of AC units; therefore, only one AC unit per dwelling unit is authorized.
5. Approval for AC installation will be granted under the following stipulations:
 - a. No alteration and/or damage to real property will occur as a result of the installation. Residents may not install exhaust pipes in walls for ventilation of AC units.

This memorandum supersedes the Air Conditioner information in the US Army Garrison Mannheim Family Housing Resident Handbook dated 1 January 2006

b. Plexiglas or plywood is used to fill the gap in the opened window. Clear Plexiglas or plywood will be cut to fit the size of the opening when the window is in the full open position, and depending on the type of AC vent system, will have a hole or a slot cut out to fit the exhaust hose nozzle to vent it outside. Local hardware stores carry Plexiglas and plywood, and can cut either one to size. The Plexiglas/plywood cutout can be held in place in the window by double-sided tape, which is also available at local hardware stores. The use of cardboard or paper to fill the open window is strictly prohibited for reasons of appearance, safety and security.

c. The resident is responsible for proper and safe installation and use of the AC unit. Connecting AC units to electrical outlets via surge protectors and/or extension cords is strictly prohibited.

d. The AC vent must be removed from the window at the end of the air conditioning season. Residents must remove AC units from the quarters when vacating their quarters due to PCS or other moves. AC units must be removed prior to final inspection and clearance of quarters. Residents must restore the window to its original state after removing the AC unit.

6. The resident is fully responsible for costs associated with the purchase, installation and maintenance of the AC unit during use, and for any costs associated with removing the unit and restoring the window to its former state. Any damage to the quarters or building resulting from the installation, use and/or removal of the AC unit will be repaired at the sponsor's expense.

7. Residents who install window AC units without prior approval or install AC units that are prohibited or improperly install an AC unit will be cited for violation of this policy and will be required to remove the AC unit. Failure to comply with removal directions will result in issuance of a warning letter from the Commander, USAG Mannheim. Continued failure to comply after issuance of the warning letter will result in initiation of involuntary termination of quarters (eviction) procedures.

8. This policy pertains to all situations. Residents must immediately remove any AC unit that does not comply with this policy regardless of how long it has been in place.

9. The policies stated herein are effective immediately and will be included in the revision of the United States Army Garrison (USAG) Mannheim Family Housing Resident Handbook.

10. The USAG Mannheim point of contact for this issue is Ms. Tia Greenwood, Chief, Housing Division, at DSN 385-2611/CIV 0621-730-2611 or via e-mail at tia.greenwood@us.army.mil.


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